

General Holiday Guidance

This document is intended to provide general holiday guidance to employees for use when completing their MCtime timecard during pay periods that include Montgomery County observed holidays. Full time and part time employees, including those not normally scheduled to work on the weekday where the Holiday falls, may be entitled to a Holiday credit. (See Notes below.)

Table 1 - Regular Full Time Employees:

	Holiday is on a regular scheduled workday	Holiday fell on my scheduled day off		
I did not work on the Holiday	Scenario 1	Scenario 3A, 3B, 3C		
I worked on the Holiday	Scenario 2	Scenario 4A, 4B, 4C		

Table 2 - Regular Part Time Employees:

	Holiday is on a regular scheduled work day	Holiday fell on my scheduled day off		
I did not work on the Holiday	Scenario 5	Scenario 7		
I worked on the Holiday	Scenario 6	Scenario 8		

Questions regarding this document should be directed to the IT Help Desk at 240-777-2828.

Note: When an employee is in a LWOP or AWOL status or using any Unscheduled Leave Type on, before or after the holiday, it may impact on the employee's Holiday Credit or Holiday Premium Pay. Please review MCGEO contract and refer to Job Aid: Editing Holiday Premium Pay for an Unscheduled Absence.





Note: This information does not apply to employees covered by the IAFF or FOP contract language.

Note: When an actual holiday falls on a Saturday or Sunday, a substitute or "observed" is designated by the Chief Administrative Officer (CAO) or designee. In these instances, employees scheduled to work on both the actual and observed holidays need only record hours worked for the holiday and approved leave. Employees that are regularly scheduled off on both the actual and observed holidays should schedule an alternate day off (Scenario 3A). MCtime will perform an additional review after sign-off to apply any holiday pay adjustments.

Instructions on how to use the tables above:

- Step 1 based on your employment status:

 Select Table 1 for **Full Time** employees or

 Table 2 for **Part Time** Employees
- Step 2 based on your schedule, choose the column that applies:

 Select the left column for **Holiday is on a regular scheduled work**day

 Select the right column for **Holiday fell on my scheduled day off**
- Step 3 based on your work status on the holiday choose the row that applies: Select the top row for I did not work on the Holiday Select the bottom row for I worked on the Holiday
- Step 4 within the box that applies to you, choose the scenario based on your circumstances and hold the Ctrl key and click on the scenario.

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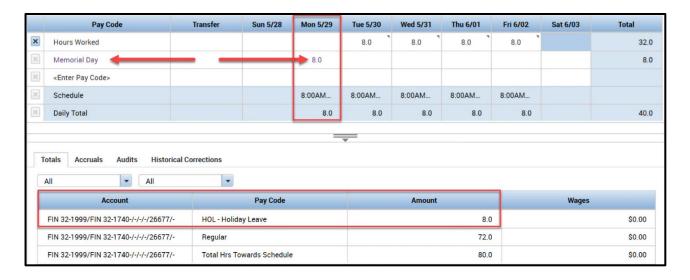


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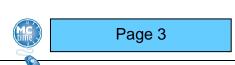


Scenario 1

For Regular Full-time Ended I did not work on the Ho	mployees: oliday -AND- Holiday is on a regular scheduled workday.
Explanation	When a holiday falls on a regular workday , regular full-time employees will be released from attendance where practical and where eligible, will receive regular pay for the holiday.
MCtime Action	No action is necessary in MCtime. The holiday should automatically appear on the employee's timecard.
Result	MCtime will automatically credit the employee with HOL – Holiday Leave based upon the total number of regular hours scheduled for the day.



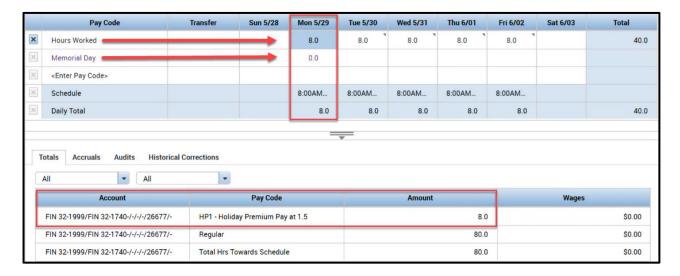
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Scenario 2

For Regular Full-time I worked on the Holida	Employees: y -AND- Holiday is on a regular scheduled work day.
Explanation	An employee is required to work on the holiday.
MCtime Action	Record the actual hours worked for the day as <i>Hours Worked</i> .
Result	 Holiday leave hours will be reduced by the actual number of hours worked and eligible employee will receive Regular pay and HP1 – Holiday Premium Pay at 1.5. Overtime or compensatory leave will be calculated for any overtime hours worked on the holiday Note: Please review MCGEO contract and refer to Job Aid: Editing Holiday Premium Pay for an Unscheduled Absence. MLS employees are not eligible for holiday premium pay or overtime for hours worked on a holiday.



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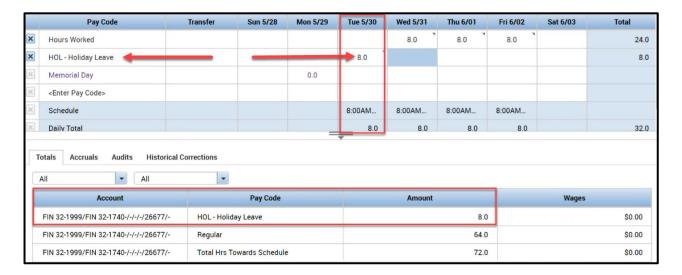
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Scenario 3A

Note: There are three options for Scenario 3 (i.e., 3A, 3B and 3C).

For Regular Full-time Employees: I did not work on the Holiday -AND- Holiday fell on my scheduled day off.						
Explanation	A holiday falls on an employee's scheduled day off a department director should assign the employee an alternate day off within the same pay period.					
MCtime Action	Employee should record the alternate day off in the same pay period by using the pay code <i>HOL – Holiday Leave</i> .					
Result	MCtime will apply the proper Holiday Leave compensation automatically for that employee for the alternate day off.					



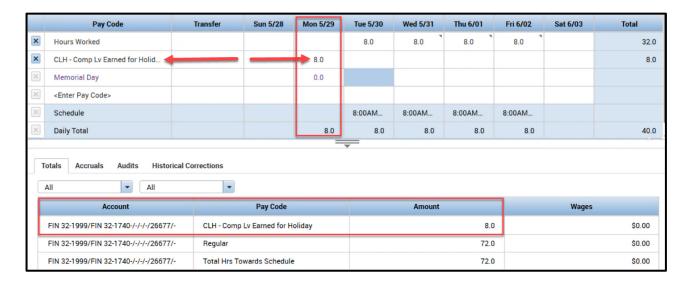
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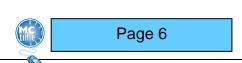


Scenario 3B

For Regular Full-time E I did not work on the H	mployees: oliday -AND- Holiday fell on my scheduled day off.
Explanation	Instead of an alternate day off, the department director may offer the employee an equivalent amount of compensatory time as the holiday benefit.
MCtime Action	An equivalent amount of compensatory leave should be entered by the employee using the pay code CLH – Comp Lv Earned for Holiday . This entry should display on the observed holiday.
	Note: MLS employees are not eligible for Compensatory Leave
Result	MCtime will credit the employee with the amount of compensatory leave earned entered by the employee. Generally, the comp leave will be available for use in future pay periods and will not be available for use in the current pay period if the employee's comp leave balance prior to this entry was less than a full day.



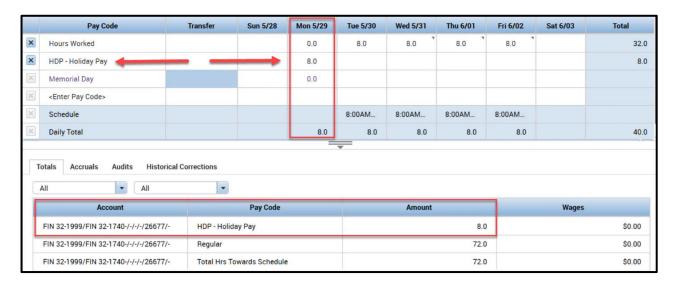
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Scenario 3C

For Regular Full-time Employees: I did not work on the Holiday -AND- Holiday fell on my scheduled day off.						
Explanation	The department director may offer the employee pay as the holiday benefit ONLY if the department director would have to pay overtime to another employee to replace the employee if the employee took an alternate day off.					
MCtime Action	An equivalent amount of hours should be entered by the manager or supervisor using the pay code <i>HDP – Holiday Pay</i> .					
	Note: MLS employees are not eligible for Holiday Pay.					
Result	The employee will receive Holiday Pay for the holiday in lieu of a day off from work.					



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Scenario 4A

Note: There are three options for Scenario 4 (i.e., 4A, 4B and 4C).

	ne Employees: liday -AND- Holiday fell on my scheduled day off.					
Explanation	A holiday falls on an employee's scheduled day off & the employee was required to work, the department director should assign the employee an alternate day off within the same pay period.					
MCtime Action	The employee should record					
Wictime Action	The employee should record –					
	 Hours Worked for all hours worked on the holiday Record the alternate day off by using the pay code HOL – Holiday Leave, limited to the total number of hours normally scheduled to work in a day (i.e., 8, 9 or 10). 					
Result	 The employee will receive: HP2 - Holiday Premium Pay at 2.0 calculated at 2 times the normal pay rate for all hours worked on the holiday (limited to the duration of the scheduled shift of 8, 9 or 10 hours) Holiday Leave as entered for the alternate day off in the pay period. Overtime pay or compensatory leave earned for any hours worked in excess of the normal work day. 					
	Note: Please review MCGEO contract and refer to Job Aid: Editing Holiday Premium Pay for an Unscheduled Absence. MLS employees are not eligible for Holiday Premium Pay.					

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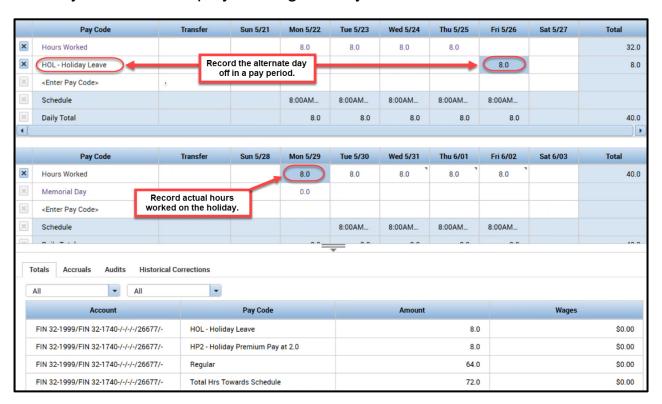


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Scenario 4A (continued)

Timecard (Note: in the example below, the employee works a 4/10 schedule. Monday, 9/6 is the employee's regular day off.



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Scenario 4B

For Regular Full-tin	me Employees: oliday -AND- Holiday fell on my scheduled day off.
Explanation	A holiday falls on an employee's scheduled day off & the employee was required to work. In lieu of another day off in the pay period, the department director may offer the employee an equivalent amount of compensatory time as the holiday benefit.
MCtime Action	The employee should record –
	 Hours Worked for all hours worked on the holiday Compensatory leave using the pay code CLH – Comp Lv Earned for Holiday. Limited to the total number of hours normally scheduled to work in a day, i.e. 8, 9 or 10.
Result	 The employee will receive: HP2 - Holiday Premium Pay at 2.0 calculated at 2 times the normal pay rate for all hours worked on the holiday (limited to the duration of the scheduled shift of 8, 9 or 10 hours). Compensatory leave earned (CLH) as entered by the employee. The comp leave will not be added to the employee's comp leave balance until the next pay period and will not be available for use in the current pay period if the employee's comp leave balance prior to this entry was less than a full day. Overtime pay or compensatory leave earned for any hours worked in excess of the normal work day.
	Note: Please review MCGEO contract and refer to Job Aid: Editing Holiday Premium Pay for an Unscheduled Absence. MLS employees are not eligible for Holiday Premium Pay or Compensatory Leave

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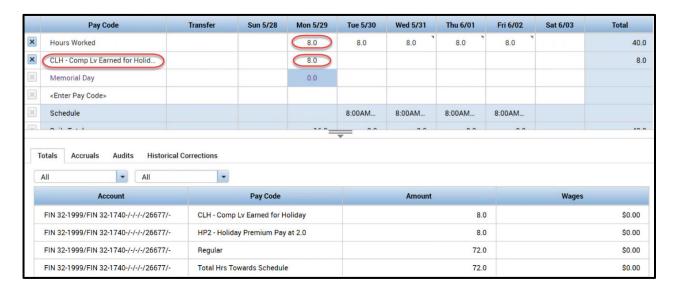


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Scenario 4B (continued)

Timecard (Note: in the example below, the employee works a Compressed Schedule)



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Scenario 4C

	Ill-time Employees: e Holiday -AND- Holiday fell on my scheduled day off.					
A holiday falls on an employee's scheduled day off & the employee was required The department director may offer the employee pay as the holiday benefit ONL's department director would have to pay overtime to another employee to rep the employee if the employee took an alternate day off.						
MCtime Action	The employee should record – 1. Hours Worked for all hours worked on the holiday					
	The supervisor must record — 2. <i>HDP – Holiday Pay</i> limited to the total number of hours normally scheduled to work in a day, i.e. 8, 9 or 10.					
Result	The employee will receive:					
	 HP2 - Holiday Premium Pay at 2.0 calculated at 2 times the normal pay rate for all hours worked on the holiday (limited to the duration of the scheduled shift of 8, 9 or 10 hours). 					
	 Holiday Pay as entered by the supervisor. Holiday Pay is calculated at 1 times the normal pay rate for the hours worked in a normal day 					
	Overtime pay or compensatory leave earned for any hours worked in excess of the normal work day.					
	Note: Please review MCGEO contract and refer to Job Aid: Editing Holiday Premium Pay for an Unscheduled Absence. MLS employees are not eligible for holiday premium pay or overtime for hours worked on a holiday.					

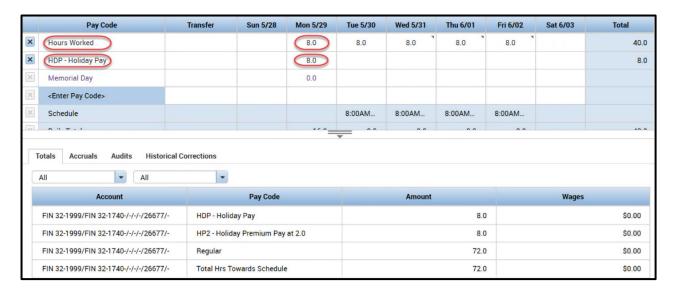
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Scenario 4C (continued)



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Scenario 5

For Regular Part-time I did not work on the	e Employees: Holiday -AND- Holiday is on a regular scheduled work day.
Explanation	When a holiday falls on a regular work day, regular part-time employees will be released from attendance where practical and where eligible, will receive regular pay for the holiday.
MCtime Action	No action is necessary in MCtime.
Result	 The holiday benefit will display as HOL – Holiday Leave. The pro-rated holiday benefit is automatically added to the employee's timecard in MCtime and is based upon the scheduled hours in MCtime for the pay period that includes the holiday.
	Note: The timecard will be updated to include the holiday credit on the first Monday of the pay period that includes the holiday.

	Pay Code	Transfer	Sun 5/21	Mon 5/22	Tue 5/23	Wed 5/24	Thu 5/25	Fri 5/26	Sat 5/27	Total	
<	Hours Worked			4.0	4.0	4.0	4.0	4.0		20.0	
	<enter code="" pay=""></enter>										
	Schedule			8:00AM	8:00AM	8:00AM	8:00AM	8:00AM			
	Schedule			8:00AM	8:00AM	8:00AM	8:00AM	8:00AM			
	Daily Total			4.0	4.0	4.0	4.0	4.0		20.0	
	Pay Code	Transfer	Sun 5/28	Mon 5/29	Tue 5/30	Wed 5/31	Thu 6/01	Fri 6/02	Sat 6/03	Total	
c	Hours Worked				4.0	4.0	4.0	4.0		16.0	
<	HOL - Holiday Leave	_		4.0						4.0	
	Memorial Day			0.0							
3	<enter code="" pay=""></enter>										
3	Schedule			8:00AM	8:00AM	8:00AM	8:00AM	8:00AM			
K	Schedule			8:00AM	8:00AM	8:00AM	8:00AM	8:00AM			
	Daily Total			4.0	4.0	4.0	4.0	4.0		20.0	
K	Schedule Daily Total	ical Corrections		8:00AM 4.0	8:00AM	8:00AM	8:00AM	8:00AM			
A	All All	•									
	Account		Pay Code			Amount			Wages		
FIN 32-1999/FIN 32-1740-/-/-/26677/-		N 32-1740-/-/-/26677/- HOL - Holiday Leave		4.0			\$0.00				
-	FIN 32-1999/FIN 32-1740-/-/-/26677/	- Regular			36.0)	\$0.00		

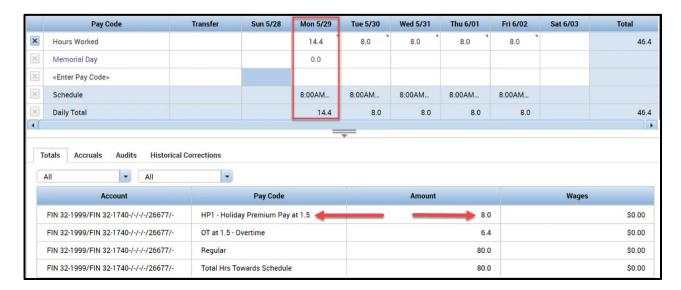
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Scenario 6

For Regular Part-time Employees: I worked on the Holiday -AND- Holiday is on a regular scheduled work day.							
Explanation	An employee is required to work on the holiday.						
MCtime Action	Record the actual hours worked for the day as <i>Hours Worked</i> .						
Result	MCtime will automatically calculate the appropriate regular pay and holiday premium pay; however, this calculation is not performed and reflected in the timecard totals in MCtime until after noon on the Monday following the close of the pay period that includes the holiday.						
	Please review MCGEO contract and refer to Job Aid: Editing Holiday Premium Pay for an Unscheduled Absence.						



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Scenario 7

For Regular Part-time Employees: I did not work on the Holiday -AND- Holiday is on my scheduled day off.						
Explanation	When a holiday falls on a regular work day , regular part-time employees will be released from attendance where practical and where eligible, will receive regular pay for the holiday.					
MCtime Action	No action is necessary in MCtime.					
Result	 The pro-rated holiday benefit is automatically added to the employee's timecard in MCtime for all part-time employees and is based upon the scheduled hours in MCtime for the pay period that includes the holiday. 					
	 The holiday benefit will display as CLH – Comp Lv Earned for Holiday when the holiday falls on a part-time employee's regular day off. 					
	Note: The timecard will be updated to include the holiday credit on the first Monday of the pay period that includes the holiday.					

	Pay Code	Transfer	Sun 5/21	Mon 5/22	Tue 5/23	Wed 5/24	Thu 5/25	Fri 5/26	Sat 5/27	Total
×	Hours Worked				5.0	5.0	5.0	5.0		20.0
×	<enter code="" pay=""></enter>									
×	Schedule				8:00AM	8:00AM	8:00AM	8:00AM		
×	Daily Total				5.0	5.0	5.0	5.0		20.0
	Pay Code	Transfer	Sun 5/28	Mon 5/29	Tue 5/30	Wed 5/31	Thu 6/01	Fri 6/02	Sat 6/03	Total
×	Hours Worked				5.0	5.0	5.0	5.0		20.0
×	CLH - Comp Lv Earned for Holid	_		4.0						4.0
×	Memorial Day			0.0						
×	<enter code="" pay=""></enter>									
×	Schedule				8:00AM	8:00AM	8:00AM	8:00AM		
×	Daily Total			4.0	5.0	5.0	5.0	5.0		24.0
					-					
Totals Accruals Audits Historical Corrections										
	All All	•								
Г	Account Pay Code			Amount				Wages		
Г	FIN 32-1999/FIN 32-1740-/-/-/26677/- CLH - Comp Lv Earned for Holiday			4.0					\$0.00	
	FIN 32-1999/FIN 32-1740-/-/-/26677/- Regular				40.0					\$0.00
	FIN 32-1999/FIN 32-1740-/-/-/26677/- Total Hrs Towards Schedule					40.0				

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Scenario 8

For Regular Part-time Employees: I worked on the Holiday -AND- Holiday is on my scheduled day off.							
Explanation	An employee is required to work on the holiday.						
MCtime Action	Record the actual hours worked for the day as <i>Hours Worked</i> .						
Result	MCtime will automatically calculate the appropriate regular pay and holiday premium pay;						
	Note: The timecard will be updated to include the holiday credit on the first Monday of the pay period that includes the holiday. Edits to Scenario 2 note.						

	Pay Code	Transfer	Sun 5/21	Mon 5/22	Tue 5/23	Wed 5/24	Thu 5/25	Fri 5/26	Sat 5/27	Total	
×	Hours Worked				8.0	8.0	8.0			24.0	
×	<enter code="" pay=""></enter>										
×	Schedule				8:00AM	8:00AM	8:00AM				
×	Daily Total				8.0	8.0	8.0			24.0	
	Pay Code	Transfer	Sun 5/28	Mon 5/29	Tue 5/30	Wed 5/31	Thu 6/01	Fri 6/02	Sat 6/03	Total	
×	Hours Worked			4.0	8.0	8.0	8.0			28.0	
×	CLH - Comp Lv Earned for Holid	←		4.8						4.8	
×	CLH - Comp Lv Earned for Holid	←	_	-4.0						-4.0	
×	HP2 - Holiday Premium Pay at	←		4.0						4.0	
×	Memorial Day			0.0							
×	<enter code="" pay=""></enter>										
					-						
Т	otals Accruals Audits Histori	cal Corrections									
	AII 🔻 AII	-									
	Account		Pay Code		Amount				Wages		
Г	FIN 32-1999/FIN 32-1740-/-/-/26677/- CLH - Comp Lv Earned for Holiday			loliday			0.	8	\$0.00		
	FIN 32-1999/FIN 32-1740-/-/-/26677/	- HP2 - Holida	HP2 - Holiday Premium Pay at 2.0			4.0			\$0.00		
	FIN 32-1999/FIN 32-1740-/-/-/26677/	- Regular	Regular			52.0			\$0.00		
	FIN 32-1999/FIN 32-1740-/-/-/26677/	- Total Hrs To	Total Hrs Towards Schedule			52.0			\$0.00		

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